



U.S. Work Schedules Frequently Asked Questions

Revised: 8/1/2022

GENERAL INFORMATION ON WORK SCHEDULES AND HOURS

1. When does the work week begin?

It varies.

- For a standard 5/40 office-based schedule and the 19/30 program, the work week begins at midnight Sunday night/Monday morning.
- For a standard 9/80 schedule, the work week begins after the 4th hour of the scheduled 8-hour workday (e.g., Friday).
- The work week begin date for operations sites and those working rotating, 10-hour, 12-hour, or other types of work schedules is set by local management.

2. How do I change my work schedule?

Please discuss your need to change your work schedule with your supervisor. Upon alignment of your requested work schedule, your supervisor will change your work schedule via Manager Express.

3. Can employees change their work schedules during the year?

Yes, an employee may change during the year. However, employees should avoid changing schedules back and forth throughout the year. Circumstances (e.g., new position, life event changes) will allow the employee to revisit the current work schedule. When such a circumstance should arise, the employee will work with his/her supervisor to request a work schedule change. Supervisors should request the schedule change via Manager Express.

4. Do I have to change my work schedule?

No, your current work schedule remains in place until a need arises for the schedule to change. For example, if the employee is approved for a 9/80 schedule A, he/she will stay on the A schedule until requested and approved to change to another work schedule or program (e.g., 5/40 work schedule or 19/30 program).

5. When can new hires choose a work schedule?

The process will be addressed with new hires through the onboarding process. Supervisors should work with new hires to ensure they know their eligibility and sign up within the first month of employment. Supervisors should request the schedule via Manager Express.

6. How do expats working in the U.S. (e.g., “inpat”) elect an alternate work schedule?

Due to home country data requirements, the alternate work schedule records of expats working in the U.S. are not maintained in SAP. The approval process and record keeping are managed by each employee and supervisor. You should meet with your supervisor in person or via email to confirm your election.

7. Does ConocoPhillips have core working hours for U.S. employees?

Core hours depend upon work location. Office-based employee work schedules are structured around

the core hours of 9 a.m. through 3 p.m., Monday through Friday. Employees may work with their supervisor to set their start times and end times around the core hours. For example, an employee working a standard 8-hour day could start his/her day in the office at 7 a.m. and end the day at 4 p.m., assuming a one-hour lunch.

8. Is there a mandated lunch break length?

All employees should take a minimum 30-minute lunch break. Specifically, for non-exempt employees, work hours recorded should be based on hours worked and exclude lunch. Some states require a minimum 30-minute lunch break for non-exempt employees.

9. For employees that utilize an on-site gym to work out during the business day, do the hours at the fitness center count as part of the work hours?

No. Time spent working out, whether at an on-site or off-campus facility, is considered the same as a lunch period and is not included as hours worked.

10. What do the annual hours, and days look like for the various schedules?

The chart below shows the scheduled hours for an employee with 10 years of experience (e.g., 160 hrs of annual vacation) under the 5/40, 9/80 and 19/30 schedules.

Sample Comparison of Workdays and Hours for Employee with 10 years of Service

	5/40		9/80		19/30	
	Days	Hours	Days	Hours	Days	Hours
Annual Schedule	260	2080	234	2080	248	1984
Scheduled Overtime ¹						109
Vacation	-20	-160	-18	-160	-20	-160
Holidays²	-11	-88	-10	-89	-11	-88
Total Worked	229	1832	206	1831	217	1845

¹Assumes 20 vacation, 11 holidays, and 12 19/30 days when overtime is not worked (248 days - 30 days * 0.5 hour/day = 109 hours)

² 9/80 Assumes 9 holidays on a 9-hour day and one holiday on an 8-hour day (total of 10 holidays)

11. Can employees start 9/80 on the week with the day off?

No. New participants must continue on a 5/40 schedule until they reach the first week of their A or B schedule (e.g., the 9,9,9,9,8 week).

12. Is there a need to coordinate with others outside the immediate work group before schedules are finalized?

Supervisors whose team works interdependently with other work groups may need to coordinate schedules for the benefit of business continuity.

13. Can a supervisor deny or cancel participation in 9/80 or 19/30?

Yes, based on business need, individual performance issues, etc.

14. What happens if an employee transfers into a department or work location that does not utilize 9/80 and/or 19/30?

Employees will adopt the work schedule offered by the new position. Your supervisor will

update your work schedule via Manager Express to document the change. Due to business operations, there will be work groups, locations and positions that are not able to utilize the 9/80 work schedule and/or 19/30 program.

TIMEKEEPING, VACATION, HOLIDAYS AND OTHER TIME OFF

Please refer to the Work Schedules section of the [Time off and Pay](#) page on The Mark for additional information on timekeeping requirements:

15. For Midland and Permian field office employees, how is the compressed 40 half day off recorded?

There is no entry required in SAP's Cross Application Time Sheet (CATS) when the compressed 40 half day off is observed.

16. How is the 9/80 scheduled day off recorded?

There is no entry required in CATS when the 9/80 day is observed, since it is not a regularly scheduled workday.

17. How is other time off recorded for employees on the 9/80 work schedule?

Employees who elect a 9/80 work schedule, will record 9 hours when out of the office on a Monday-Thursday and 8 hours when out of the office on a working Friday. For employees who take vacation in half day increments, they will record 4.5 hours when out of the office on Monday- Thursday and 4.0 hours when out of the office on Friday. Use the applicable CATS timekeeping code (e.g., vacation, short-term disability, jury duty, no pay, etc.).

18. How is the 19/30 scheduled day off recorded?

Employees will report the 19/30 day, when taken, on the time sheet using CATS absence code 0082 - 19/30 Day.

19. How is other time off recorded for employees participating in the 19/30 program?

19/30 participant will record 8 hours when out of the office. Use the applicable CATS timekeeping code (e.g., vacation, short-term disability, jury duty, no pay, etc.).

20. Is there a difference from the standard U.S. Holiday Schedule for employees on a 9/80 work schedule?

Yes. ConocoPhillips' 2023 Holiday Schedule for the U.S. consists of 10 "fixed" (core) company-observed holidays and one floating holiday for a total of 11 holidays. Employees who elect the 9/80 work schedule will not be eligible for the floating holiday.

21. Is there a difference from the standard U.S. Holiday Schedule for employees in the 19/30 program?

No.

22. What happens if an observed company holiday falls on an employee's 9/80 scheduled Friday off?

When a holiday falls on a Friday that employees are not scheduled to work, the holiday, for those impacted, will be moved to the previous workday.

23. Does electing a 9/80 work schedule or the 19/30 program change the amount of annual sick time an employee receives?

No. While we think of sick time (short-term disability) in terms of days, it is granted and tracked by hours.

24. Will vacation time or the maximum vacation limit for employees working the 9/80 schedule be increased?

No. Our vacation policy quotes vacation based on a 40-hour work week. Employees working 9/80 are working a 40-hour work week due to the work week starting midday on Friday.

Vacation is recorded and tracked in hours. An employee on the 9/80 schedule taking a day off Monday-Thursday will record 9 hours of vacation for each day. An employee on the 9/80 schedule taking a regularly scheduled work Friday off will record 8 hours of vacation. Maximum vacation limits still apply based on years of service.

25. Will employees be able to take vacation on their scheduled work Fridays?

Yes. As today, employees collaborate with their supervisors in advance to schedule vacation time. Whether on 5/40, 9/80 or 19/30, employees should plan, in advance, especially when requesting a day off that has fewer staff scheduled to work, to increase the likelihood of a request being approved.

26. Are employees expected to schedule all personal appointments, including doctor appointments on their scheduled day off?

Where possible, the intent is yes. However, it is recognized that this will not always be possible. Employees should continue to work with their supervisor, to request time off outside the normal work schedule. Advance planning is expected so that supervisors have adequate time to review and approve.

27. Are there any special instructions for recording time by expats working in the U.S.?

No. Time should be entered based upon home country and host BU procedures. Expats will be able to enter 9 hours, if working the 9/80 schedule, and choose the 19/30 code, if working the 19/30 program. The only difference for expats is their home country work schedules, not the alternative work schedules, remain in the HR database; therefore, a record of the approved schedule is maintained by the employee and supervisor, and they do not participate in the online election processes.

Questions

If you have questions, contact [HR Connections](#). For immediate assistance, call 877-812-7547.

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